

S E C R E T

Approved For Release 2000/08/21 : CIA-RDP33-02415A000200280002-6

Attachment to

ANNEX 1

PROJECT HEADQUARTERS  
DIRECTIVE 45-3

LOGISTICS  
1 December 1968

PROJECT HEADQUARTERS AIRLIFT PROCEDURES

RECISION: This supersedes all previous Project Directives pertaining to Air Transportation of cargo.

I. PURPOSE:

To establish procedures for the control, coordination, and scheduling of air cargo shipments by Project Headquarters assigned aircraft and/or special airlift from other resources.

II. SCOPE:

This directive is applicable to Project Headquarters, Project Depot, Field Units, and Contractors concerned with the air shipment of cargo in support of Project requirements.

A. Headquarters

1. Project Headquarters Divisions/Branches will:

Coordinate all airlift requirements with the Materiel Division.

2. Materiel Division will:

a. Coordinate all airlift requirements generated by Project Headquarters Divisions/Branches, the Project Depot, Field Units and Contractors.

b. Monitor and update priorities as required.

c. Submit an airlift requirement form to the Control Center for them to arrange necessary airlift.

d. Document all airlifts originating at Project Headquarters and cargo in transshipment through headquarters facilities.

**\*USAF Declassification/Release Instructions On File\***

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e. Arrange for ground handling equipment and personnel for loading and off-loading cargo at local air bases and headquarters, and provide storage facilities for cargo being transhipped through headquarters.

3. Control Center will:

a. Schedule assigned aircraft and aircrews as required to meet all airlift requirements.

b. Coordinate with Headquarters USAF (AFIGOS) on special airlift requirements and submit a Request for Airlift Support Form.

c. Notify the Materiel Division of all aircraft movement, particularly those originating and terminating at Headquarters to insure proper and timely loading and off-loading of cargo.

d. Notify the shipper and consignee of aircraft movements. Notification will be through the media of priority message or by telecon when message facilities are not available.

e. Request security couriers for shipments of sensitive cargo.

f. Prepare a Mission Schedule Form.

4. Security Staff will:

a. Provide couriers for all shipments of sensitive cargo.

b. Brief couriers in coordination with the Materiel Division and Control Center to insure couriers are cognizant of all aspects of the shipment.

B. Shippers will:

1. Notify Project Headquarters of airlift requirements as far in advance of actual shipping date as possible but in no event less than 48 hours prior.

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2. Package all equipment and supplies and mark each outer container with weight, cube and designated consignee in accordance with the established color codes. Insure secure and sterile packaging or covering for classified items.

3. Furnish ground handling equipment and personnel for loading/off-loading cargo at their load/off-load facilities.

4. Prominently mark packages containing explosive materials: EXPLOSIVE AND ICC Class.

5. Furnish sufficient completed copies of each manifest to satisfy the following:

- |                         |          |
|-------------------------|----------|
| a. Project Headquarters | 1 copy   |
| b. Courier/Pilot        | 1 copy   |
| c. Each Consignee       | 2 copies |

C. Headquarters USAF will:

Provide airlift support when requested by Project Headquarters.

IV. PROCEDURES:

A. Requesting Airlift

1. When cargo or personnel are ready for movement, the requesting agency will notify Project Headquarters by cable traffic (utilizing below format) or by telecon when message facilities are not available.

2. Sample format:

CLASSIFICATION

25X1A2g

PRIORITY [REDACTED] (INFO AS APPLICABLE)

LOGS CARGO MOVEMENT

1. REQUEST FOLLOWING CARGO BE MOVED  
FROM (ORIGIN) TO (DESTINATION).

A. TOTAL NUMBER OF PIECES.

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- B. TOTAL WEIGHT.
- C. TOTAL CUBE.
- D. WEIGHT, CUBE AND DIMENSIONS OF LARGEST ITEM (HEIGHT, WIDTH AND LENGTH).
- E. NOMENCLATURE AND DISPOSITION.
- F. CLASSIFICATION.
- G. CONTACTS (LIST PRIMARY AND ALTERNATE, DUTY AND RESIDENCE TELEPHONE NUMBERS FOR BOTH ORIGIN AND DESTINATION).
- H. AVAILABILITY DATE AND TIME.
- I. PRIORITY (DELIVERY DATE: I - 3 DAYS; II - 10 DAYS; III - NEXT AVAILABLE AIRCRAFT).
- J. CONSIGNEE.
- K. SPECIAL HANDLING INSTRUCTIONS.
- L. CARGO SHIPMENT NUMBER (UTILIZE A SEPARATE MESSAGE FOR EACH SHIPMENT).
- M. REMARKS (I.E. LOCATION ON UNFAMILIAR AIRFIELDS FOR ON/OFF-LOADING).

3. Only in emergency situations will telephone request be accepted, for which a confirming message (if facilities are available) will follow immediately utilizing the above format.

4. Request received in other than the above format will not be accepted as a valid request. Cargo will not be moved without prior approval of Project Headquarters.

B. Scheduling Airlift Movements

1. Control Center will:

a. Schedule assigned aircraft to accomplish cargo airlift on receipt of requirements from the Materiel Division; or, if required, request special airlift from Headquarters, USAF.

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b. Will provide the shipper with the following information pertaining to cargo pick-up by Project Headquarters and special airlift aircraft:

- (1) Type aircraft
- (2) Call sign/Tail number
- (3) Name of aircraft commander
- (4) Name of courier (if applicable)
- (5) Estimate time of arrival (ETA) at shipping point. Shipper will also be informed of changes which are in excess of plus or minus 30 minutes of ETA.
- (6) Any other pertinent information

c. Request a courier from the Security Staff when sensitive cargo is to be airlifted.

2. Materiel Division:

When aircraft are scheduled to pick-up from or deliver cargo to Project Headquarters, arrange for pick-up or delivery of the cargo in sufficient time to permit aircraft to depart on schedule.

3. Security Branch will:

Provide couriers for sensitive cargo. The courier will be responsible for checking the loading/off-loading of all sensitive cargo and for receipt from and turnover of cargo to authorized individual. Couriers will advise Project Headquarters of extension and/or changes to the itinerary to include notification of RON location and telephone extension for contact.

4. Shipper will:

a. Make every effort to meet and load/off-load aircraft immediately upon arrival to minimize ground time.

b. Deliver a copy of the manifest to the pilot or courier, whichever is applicable. Only manifested cargo for which airlift has previously been requested will be loaded aboard the aircraft.

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c. Notify Project Headquarters by priority message marked LOGS CARGO MOVEMENT or by telecon when message facilities are not available, as to total cargo on-loaded, destinations, and aircraft departure time.

V. GENERAL

A. When it is necessary for a shipper to contact Project Headquarters on airlift requirements, the Materiel Division will be contacted (telephone 202-0X6-6256).

B. Aircraft movement information may be obtained from the Control Center (telephone 202-0X5-2895).

C. Aircrews on other than Project Headquarters assigned aircraft are not project cleared and special security precautions must be exercised.

D. Colored tapes for labeling shipments in accordance with established color codes may be obtained by request to Project Headquarters Materiel Division.

25X1A



OFFICIAL:

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